

ADMINISTRATIVE REGULATIONS

OFFICE OF THE CITY ADMINISTRATOR

September 2, 1983

Number: 602
Sections: 1-5
Effective Date: 9/6/83

SUBJECT: Vehicle Exterior Finish Maintenance

1. Purpose.

To provide an efficient method of preventive maintenance care for the exterior finish of City owned motor vehicles.

2. Application.

Shall apply to the maintenance of all appropriate City owned motor vehicles or mobile equipment units.

3. Policy.

To provide user departments with a high level of scheduled exterior finish maintenance on vehicles.

4. Responsibilities.

The Mechanical Maintenance Division of the Department of Public Works will accommodate all City vehicle users presently under its direct vehicle maintenance responsibility, and any others who wish to participate on a limited basis. This Division shall be responsible for decisions on type, extent, and frequency of maintenance. It shall also be responsible for research, development, implementation, and amendment of operating procedures. And, it shall be responsible for operation and administration of the program as a regular budgeted activity.

5. Procedure.

5.1 All vehicle users currently utilizing, or subsequently requesting, the services of the Mechanical Maintenance Division of the Department of Public Works for vehicle maintenance shall be notified that a pre-schedule preventive maintenance program for vehicle body, paint, and trim is now a part of the overall maintenance activity. A significant feature of that activity, which has been implemented and will continue, is a semi annual polish and wax application to the exterior finish surfaces of each vehicle judged appropriate for such maintenance.

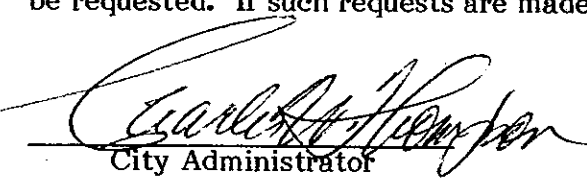


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The Mechanical Maintenance Division will make all arrangements, set up the schedule, then notify users at least seven days in advance when and where to deliver vehicles for the service.

5.2 All other department users not currently covered by this service, but wishing to participate, shall notify the responsible program manager annually, at budget preparation time, with number and type of vehicles to be included, so that proper funding may be requested. If such requests are made, they will be scheduled as above.


City Administrator

Date



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